❑ Lesson Overview

The first step when you are ready to recruit for a position* is to verify the position details and classification. When this is complete you will create a Job Opening.
Classified regular positions require a Job Opening but all other position types are optional.

In the job opening you choose the job application template, add job details and then create a job posting. Some of this information is then sent to the Careers portal for applicants to search, review, and apply.
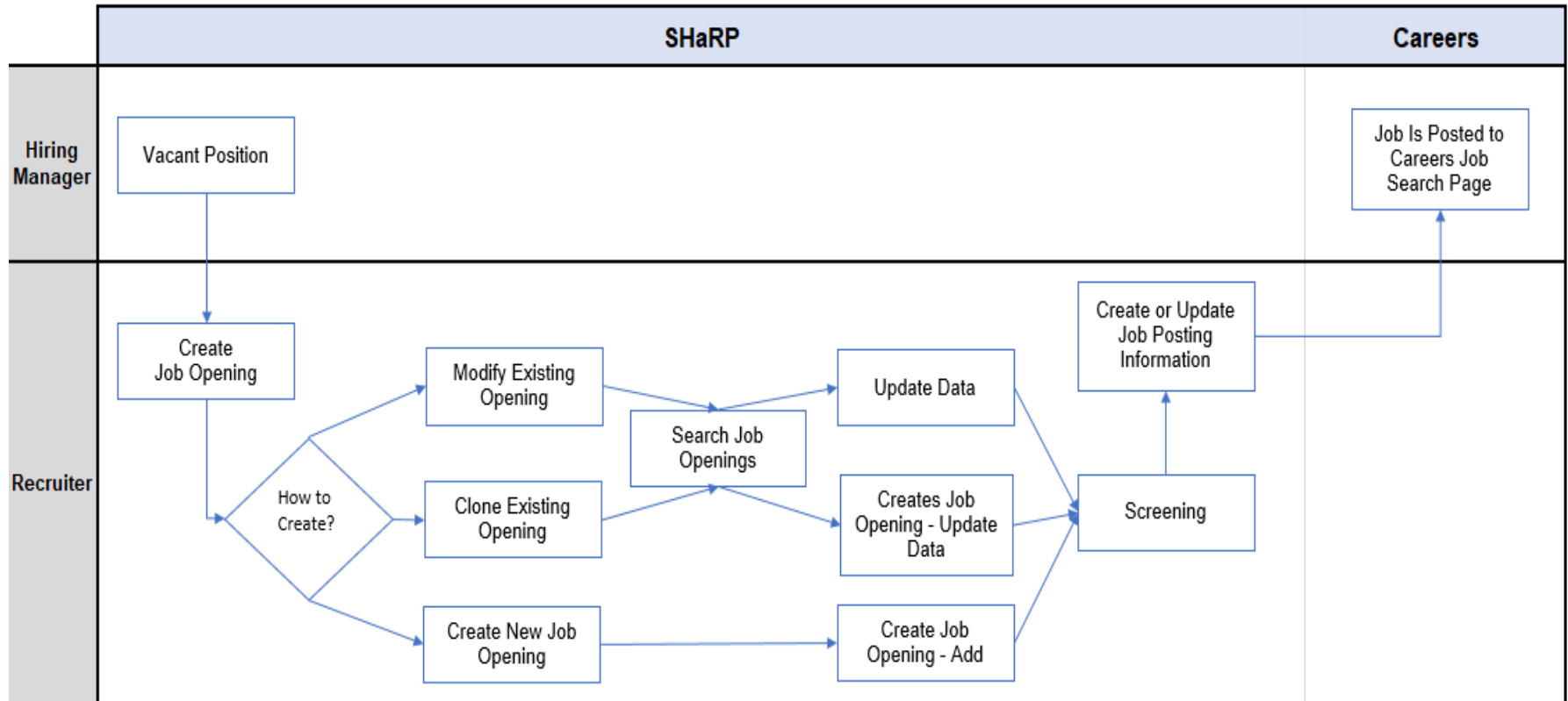
In Manage Job Openings, you can access the job opening's applicants, view and complete actions on their applications as well as access the details of your job opening and job posting.

The Recruiting Homepage>Alerts tile will take you to the Recruiting Alerts Center (aka Recruiting Home) which gives you a dashboard showing alerts, open job openings, applicants, and more.

❑ Job Opening & Job Posting Business Process

❑ **Lesson Objectives**

After completing this lesson, you will be able to:

- Create a Job Opening and choose the correct template.
- Adding Recruiting Location(s) and Position(s)
- Add questions to the Screening (Online Questionnaire)
- Add additional Recruiters to access the job opening.
- Create and format a Job Posting.
- Specify who should apply for the job.
- Post and remove the Job Posting from the Careers portal.
- Manage job openings and additional features.
- Use the Recruiting Alerts Center to access Job Openings.
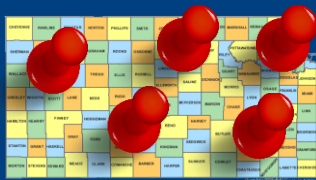- Search for Job Openings.

❏ Lesson Topics

In this lesson you will learn about the following topics:

Topic 1: Create a Job Opening with Templates	Topic 2: Recruiting Locations & Multiple Positions	Topic 3: Screening & Recruiters	Topic 4: Job Postings	Topic 5: Managing Job Openings

Lesson 2: Job Openings & Job Postings

❑ **Topic 1:** Create a Job Opening
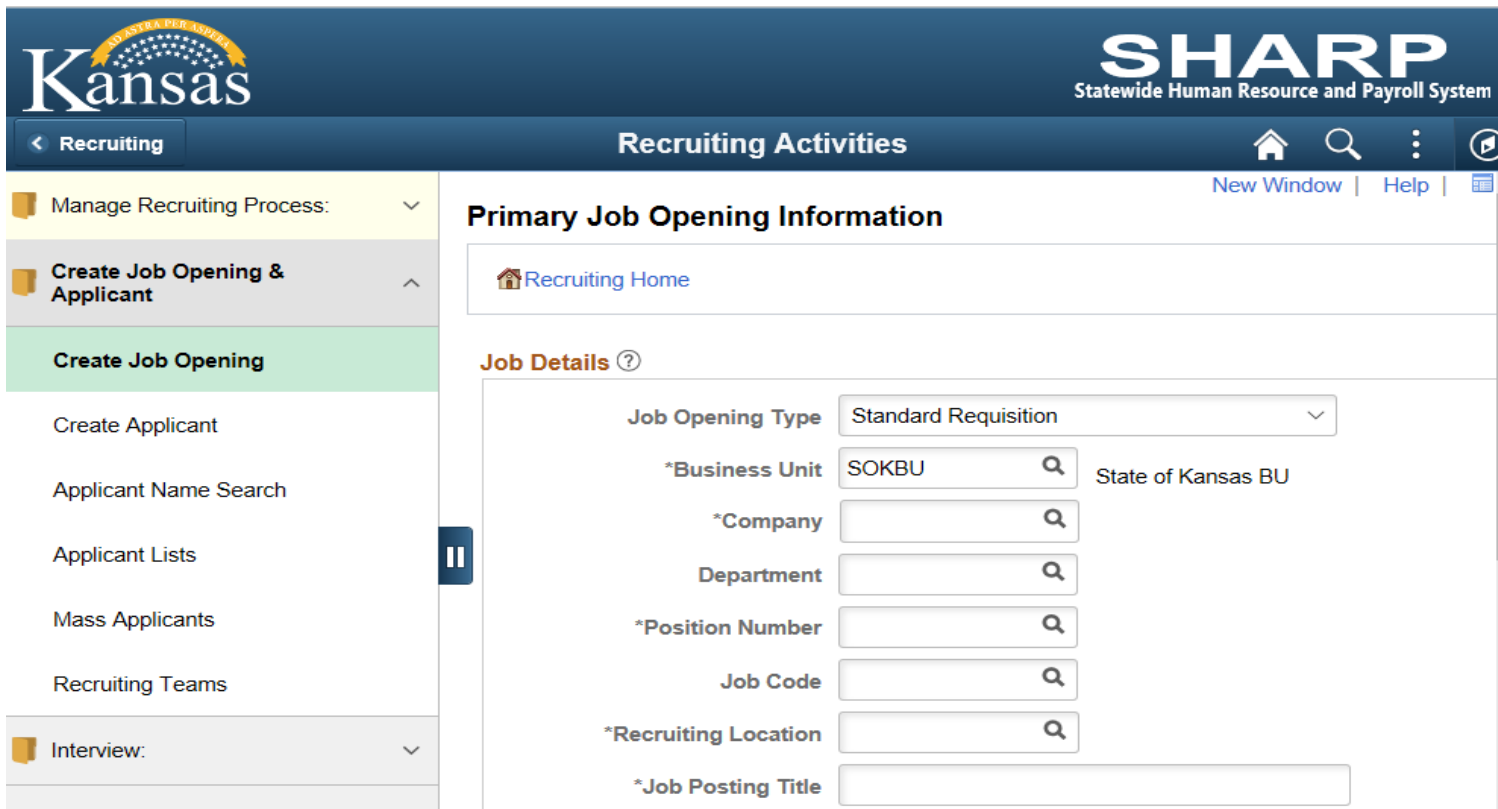
● Steps for creating a Job Opening will be covered in the next four topics. To begin the process navigate to the Recruiting Homepage, click the Recruiting Activities tile.

❑ **Topic 1:** Create a Job Opening

● Click the Create Job Opening & Applicant link and then click on Create Job Opening. The 'Primary Job Opening Information' search page displays.

❑ **Topic 1:** Create a Job Opening

● Update the fields in the Job Details section of the 'Primary Job Opening Information' search page.

New Window | Help | 🔲

Primary Job Opening Information

🏠 Recruiting Home

Job Details ⓘ

Job Opening Type	Standard Requisition ⌄
*Business Unit	SOKBU 🔍 State of Kansas BU
*Company	🔍
Department	🔍
*Position Number	🔍
Job Code	🔍
*Recruiting Location	🔍
*Job Posting Title	

- Enter '**SOK**' into the Company field.
- Enter the primary **Position Number** you are recruiting for and tab out of field. Department, Job Code and Job Posting Title will default in from Position Data.
- Enter or change **the Recruiting Location** to a Kansas County, Statewide, or Out of State.
- Leave the **Job Posting Title** that defaults from the Job Code assigned to the Position or change to a more descriptive working title.

❑ **Topic 1:** Create a Job Opening

● The State of Kansas does not currently use any of the fields in the Profile Details section of the 'Primary Job Opening Information' search page. Leave these fields blank and click **Continue** to begin the creation of a Job Opening.

❑ **Topic 1:** Create a Job Opening

● The Job Opening page displays with a majority of fields automatically populated from the position number you entered on the search page. The first step will be to select the correct Template ID for your Job Opening.

❑ **Topic 1:** Create a Job Opening – Choose a Template ID

● Choose the Job Application Template ID. The template will determine the options you can select when creating a Job Opening and what Careers job application steps will display to the applicant.

❑ **Topic 1:** Create a Job Opening – Choose a Template ID

- **Template ID 1013 KS Posting With Questions** will automatically default in the Template ID field each time you create a new Job Opening.
  - If you change the template:
    - You will receive a pop up message that says you are changing the template, and the message will list a large paragraph of what is changing. Click OK to continue. Example message below.

Hiring Manager Assignments, Interviewer Assignments, Interested Party Assignments, Education and Experience, Degrees, School Education, Licenses and Certifications, Language Skills, Hiring Manager Assignments, Interviewer Assignments, Interested Party Assignments, Education and Experience, Degrees, School Education, Licenses and Certifications, Language Skills, Hiring Manager Assignments, Interviewer Assignments, Interested Party Assignments, section(s) are not in new template definition. (18176,6012)

If data exists in those sections, it will be deleted. Press OK to delete or cancel to revert back to the previous template.

OK	Cancel

❑ **Topic 1:** Create a Job Opening – Job Application Templates

● There are currently 3 templates to choose from.

- **Template ID 1013 KS Posting With Questions** –(Posting with Online Job Application – all options included)
  - Job Posting
  - Resume, Cover Letter, Attachments
  - Application & Kansas Questionnaire (required)
  - Referral
- **Template ID 1017 KS Posting ResumeCovLtrRefrl** – (Posting with Online Job Application – limited options included)
  - Job Posting
  - Resume, Cover Letter, Attachment (required)
  - Referral

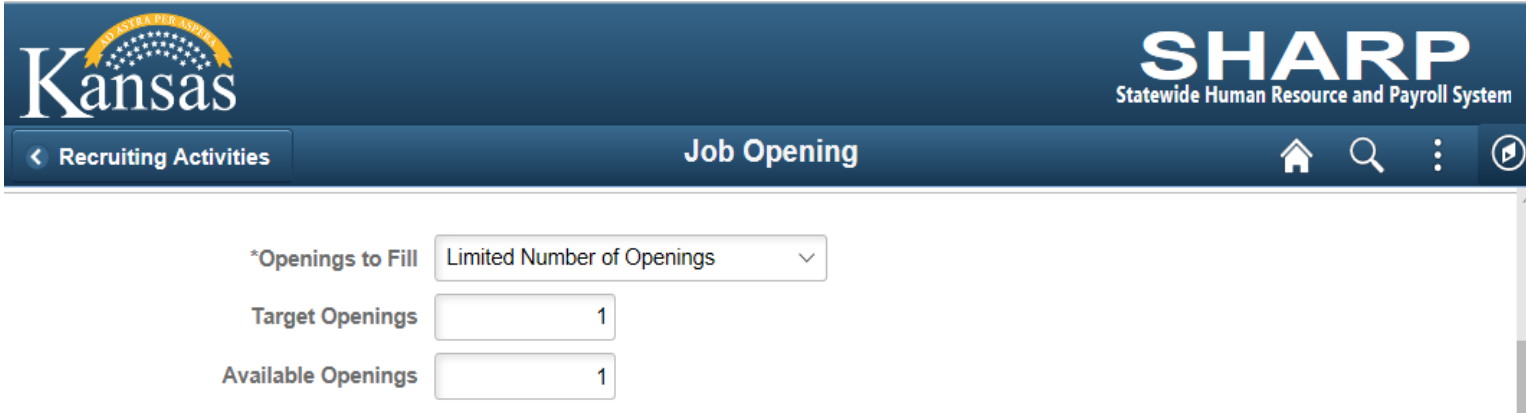## ☐ **Topic 1:** Create a Job Opening – Job Application Templates

- **Template ID 1014 KS Posting Only-No Job App** – (Posting Only - No Job Application – external application process). This template should be used by agencies that do not use the on-line employment application in the Careers portal. The template provides for the creation of the Job Posting without an on-line application and no Kansas Questionnaire.
  - Job Posting
  - No Job Application
- Be sure to use the Posting Only – No Job Application posting template for your job posting and provide instructions on how to apply at the top and lower sections. (More information in Topic 4 Job Postings)
- The applicant will still see the Apply for Job button, however, if they try to use it they will be forced to exit the application.

❑ **Topic 1:** Create a Job Opening

In the **Openings to Fill** section you can keep the default values or choose other options. See Topic 2 for information about filling multiple vacancies with one Job Opening.

- **Limited Number of Openings – Default**
    - o Enter the number of Target and Available Openings.
    - o When Available Openings reach zero the job opening is <u>automatically</u> closed.
- **Unlimited Number of Openings**
    - o Target and Available Openings fields no longer display.
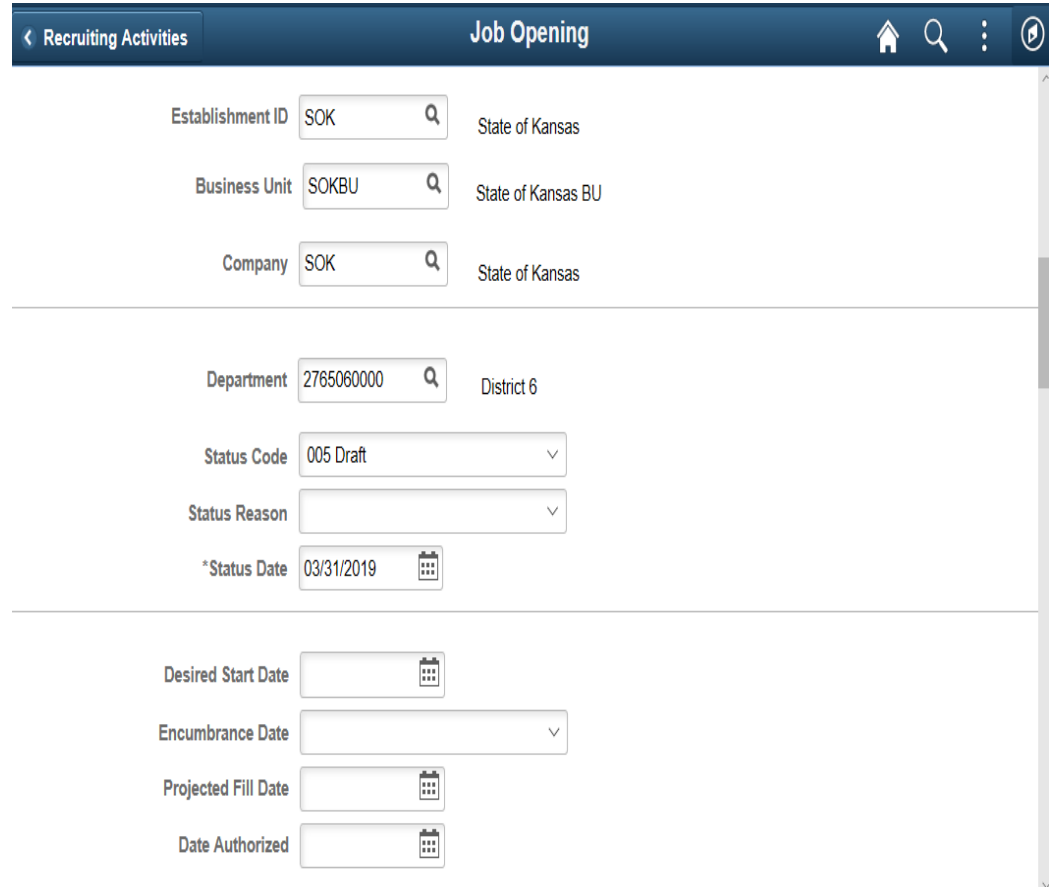   - o You will need to <u>manually</u> close this job opening when you have completed your recruitment activities.

❑ **Topic 1:** Create a Job Opening

- Establishment ID, Business Unit, Company, and Department default from Company entered on the search page.

- Status Code will default as 005 Draft until you Save and Open your Job Opening.

- Status Date defaults as today's date.

- Desired Start Date, Encumbrance Date, Projected Fill Date and Date Authorized are not used by the State and should be left blank.

❑ **Topic 1:** Create a Job Opening

- The Referral Program ID and Recruitment Contact fields are not used by the State of Kansas and may be left blank. The Location code defaults from the primary position number entered on the 'Primary Job Opening Information' search page. The Location code is not displayed in the Careers portal.

| Referral Program ID | ⌄ |
| Recruitment Contact | ⌄ |

Locations ⑦

*Location	Location Description	Primary Location	
KTDCK 🔍	Docking State Office Building	☑	🗑

Add Location

❑ **Topic 2:** Create a Job Opening - Recruiting Locations

● The Recruiting Location that defaulted from the primary position (or that you entered on the initial search page) will be populated.

● The number of Recruiting Locations you can add is equal to the number of positions you have added. You can add additional Recruiting Locations by clicking on the 'Add Recruiting Location' button.

Recruiting Locations ⑦

*Recruiting Area	Recruitment Area Description	Primary Recruiting Area	Target Openings	
177 🔍	Shawnee County	☑	1	🗑

Add Recruiting Location

❑ **Topic 2:** Create a Job Opening - Recruiting Locations

● When you add Recruiting Locations in the Job Opening, they become Location filters an applicant can use on the Job Search page.

❑ **Topic 2:** Create a Job Opening - Multiple Positions

- Define the number of positions you will be recruiting for in the Target Openings field. You can change this number if you need to add more positions.

- Your primary Position Number will already be entered. This is where the majority of the job opening information will come from.

- Click on the 'Add Position' button to add additional position

Positions

*Position		Position Number	Primary Position	
Accounting Manager	🔍	K0237791	☑	🗑

Add Position

Employees Being Replaced

	*Employee ID	Name	
1	🔍		

Add Employee

❑ **Topic 2:** Create a Job Opening - Multiple Positions

● If you have multiple positions that fall under the same job posting you can add them at any time. Adjust the target openings number accordingly.

● When you go to Prepare for Hire, it will ask you what position you are hiring into.

● The Employees Being Replaced section directly below the Position number is not used by the State of Kansas.

❑ **Topic 2:** Create a Job Opening – Job Details and Salary

● The Regular/Temporary and Schedule Type (Full time/Part-time) fields default from the primary position number assigned to the Job Opening. These fields are used in the Careers Job Search page as filters the applicant can use in their search.

❑ **Topic 2:** Create a Job Opening – Job Details and Salary

● The Salary Range fields are not shown in Careers, but we recommend you complete this information and include it in your job posting. The Salary Admin Plan, Grade and Step will default from the primary Position Number assigned to your Job Opening.

● Adding the values entered in these fields to the Careers Job Search is on our list of enhancements.
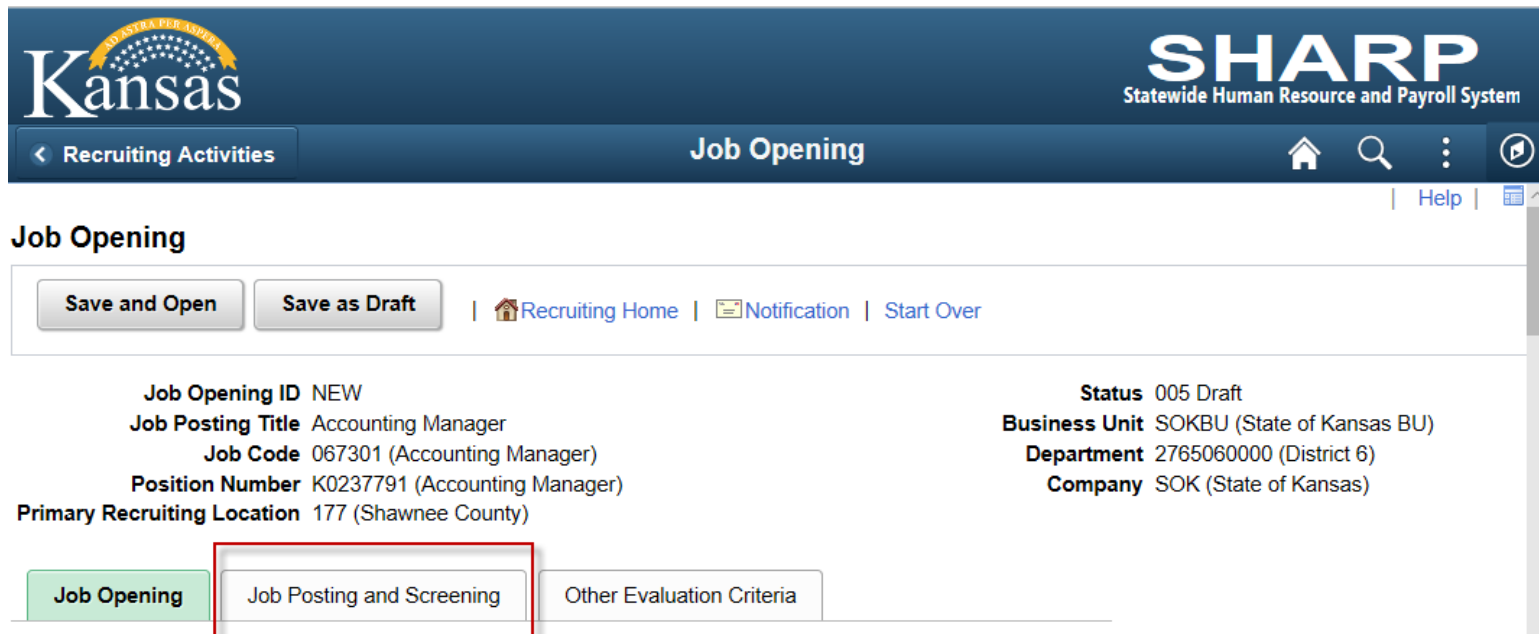
Salary Information ⑦

Salary Admin Plan	UNC	Unclassified Pay Plan
From Grade	001	Unclassified Salary Plan
From Step		
To Grade		
To Step		
Salary Range From	40,000.000000	(Default From Job Code)
Salary Range To	55,000.000000	(Default From Job Code)
Pay Frequency	Year	
Currency	US Dollar	

❑ **Topic 3:** Screening (Online Questionnaire)

- The next step in the creation of a Job Opening is to add Screening Questions and Job Posting information.

- Click on the 'Job Posting and Screening' tab at the top of the Job Opening page.

❑ **Topic 3:** Screening (Online Questionnaire)

- If you chose the Posting with Questions template (**Template ID 1013**), a number of required questions will be auto-populated and should <u>not</u> be removed.

- Other templates (at this time) do not have a questionnaire section.

Screening Questions ⑦

*Question	Question Order	Action	
Former or Current EEs 🔍	5	Enter Evaluators	🗑
Over Age 18 🔍	3	View Answers	🗑
Known by Other Name 🔍	7	Enter Evaluators	🗑
Have you previously retired 🔍	6	Enter Evaluators	🗑
Veterans Preference 🔍	4	View Answers	🗑
Applicants check email 🔍	1	View Answers	🗑
Authorized to work in US 🔍	2	View Answers	🗑
Additional Experiences 🔍	8	Enter Evaluators	🗑

[Add Screening Question] [Load from Question Set]

Lesson 2: Job Openings & Job Postings

❑ **Topic 3:** Screening (Online Questionnaire)

List of Required Questions that should <u>not</u> be removed from Job Opening using Template ID 1013.

Multiple Choice – Required on all job openings

1. I understand that the Careers system and the Recruiter will send correspondence, to the e-mail address I provided, regarding specific information about this application and I understand it is my responsibility to check my e-mail regularly during the recruitment process.
   Yes
   No

2. The Immigration & Reform Control Act of 1986 requires employers to verify an individual's identity and authorization to work in the U.S. as a condition of employment. Upon hire, will you be able to provide documentation to verify that you are a citizen or that you are authorized to work in the United States?
   Yes
   No

❑ **Topic 3:** Screening (Online Questionnaire)

List of Required Questions that should <u>not</u> be removed from Job Opening using Template ID 1013 - continued.

Multiple Choice – Required on all job openings

3. Are you currently over the age of 18 or will you be age 18 at the time of hire?
   Yes
   No

4. Veterans: Are you claiming Veterans' Preference?
   a. I am claiming Veterans' Preference. I have uploaded my DD214 and I request that my eligibility be verified.
   b. I am claiming Veterans' Preference. I have previously submitted my DD214 and my eligibility has been verified.
   c. I am claiming Veterans' Preference. I have previously submitted my DD214 and my eligibility has been verified. I have uploaded my DD214 only for reference.
   d. I am <u>not</u> claiming Veterans' Preference.

❑ **Topic 3:** Screening (Online Questionnaire)

Open Ended - Required

1. Have you ever been or are you currently employed by the State of Kansas? (The State of Kansas employs persons in the executive, legislative and judicial branches and those that work as an employee or student at a state university. State universities are Emporia State University, Fort Hays State University, Kansas State University, University of Kansas, Pittsburg State University, University of Kansas Medical Center and Wichita State University.)
If so, please provide as much information as possible: approximate dates of your last State employment, the name of the last Agency, Department, Office, Commission or Board you worked for, and your Employee ID. *Type NA if you do not have an answer.*

2. Have you previously retired from the State of Kansas or any other employer with a Kansas Public Employee Retirement System (KPERS) plan? If so, please provide your retirement date and name of employer. *Type NA if you do not have an answer.*

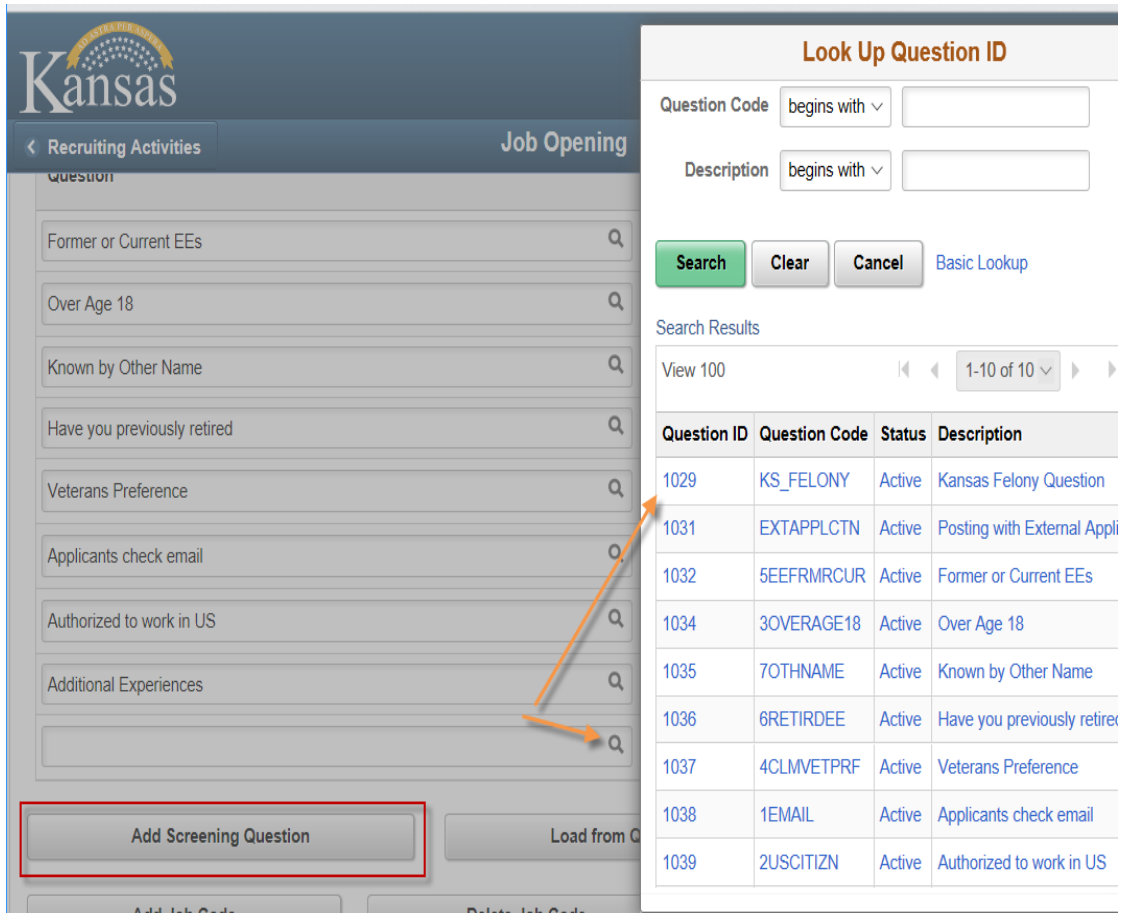## ❑ **Topic 3:** Screening (Online Questionnaire)

Open Ended – Required – continued

3. List any other name(s) which you have used, or you have been known by. Please include any and all first, middle and last name combinations, including former maiden, married, or legal names. *Type NA if you do not have an answer.*

4. Please describe any additional Experiences (jobs, volunteer, memberships, events, etc.), any additional Knowledge or Technical Skills that you have not described in a previous section that are applicable to this position. *Type NA if you do not have an answer.*

❑ **Topic 3:** Screening (Online Questionnaire)

● You can add additional optional questions to the job application by clicking the Add Question button, click the magnifying glass to lookup, and choose a question, then add an order number.

● Review the list of available questions in the Desk Aids Section of the SHARP Recruiting CBT webpage before you get to this step.

❑ **Topic 3:** Screening (Online Questionnaire)

- Multiple choice questions are displayed first with the open ended questions following.
- When you order your questions keep in mind how you want the questions to be displayed in the Careers employment application.

❑ **Topic 3:** Screening - Recruiter Access

- Enter additional Recruiters on your team so they can access the job opening. NOTE: Verify the Recruiter has security access to the SHARP Recruiting module before you add them.

- Adding a person also will also allow them to see the job opening and applicants on their Recruiting Alerts Center.

- Click on the 'Add Recruiter' button and then enter the Name of the Recruiter as it is stored in SHARP including middle initial.

Assignments ⑦

Recruiters ⑦

No Recruiters have been added to this Job Opening

[Add Recruiter]   [Add Recruiter Team]

Hiring Manager ⑦

No Hiring Managers have been added to this Job Opening

[Add Hiring Manager]   [Add Hiring Manager Team]

Interviewers ⑦

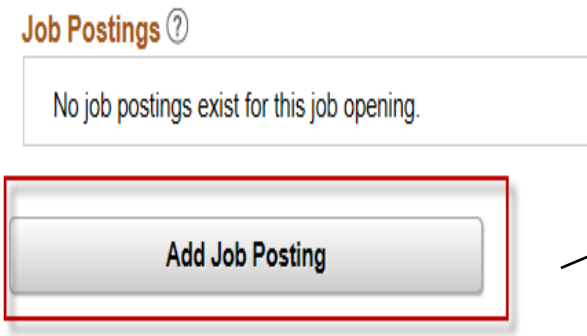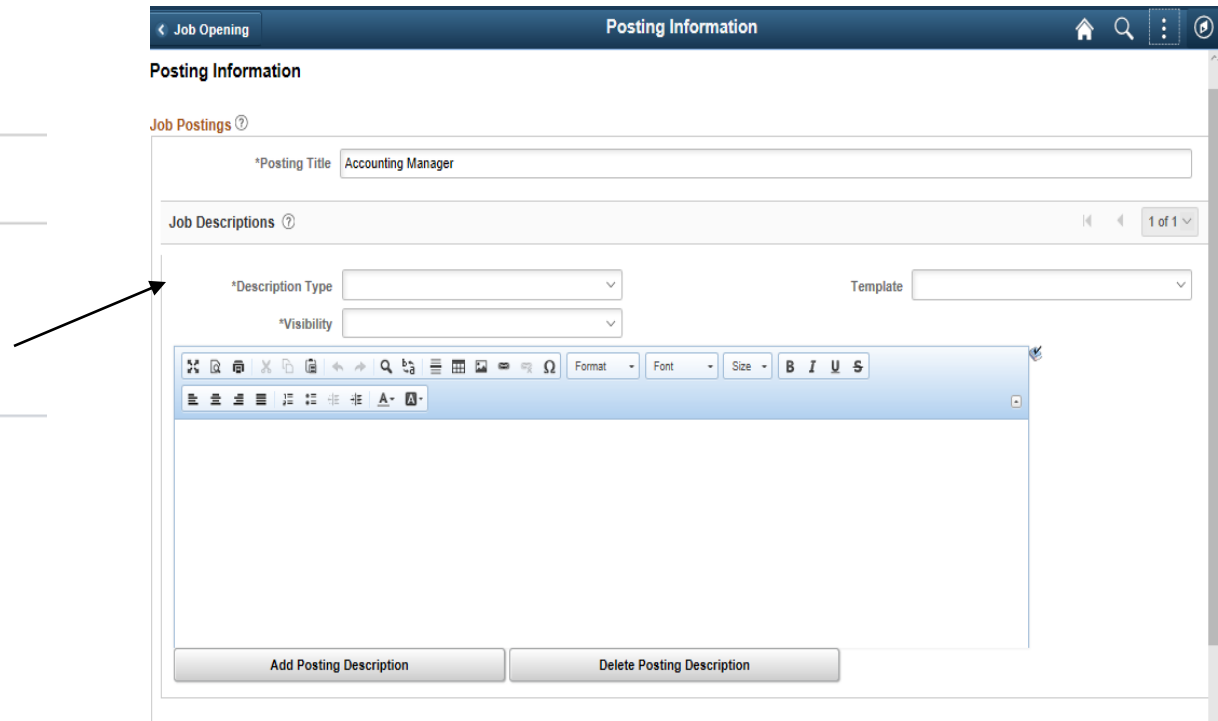No Interviewers have been added to this Job Opening

[Add Interviewer]   [Add Interviewer Team]

❑ **Topic 4:** Job Postings - Templates

● The next step in creating a Job Opening is to create a job posting that displays in the Careers portal. Click on the 'Add Job Posting' button in the Job Postings section. The Posting Information page will display.

❑ **Topic 4:** Job Postings - Templates

● Posting Templates assist applicants by giving them a map to find important information in every job posting. It also presents a professional look for agencies.

   ● In the field Description Type field, choose 'Job Posting' and then in the Template field, choose the posting template that corresponds with the Job Application Template in your job opening.

Posting Information

Job Postings ⑦

*Posting Title	Administrative Assistant

Job Descriptions ⑦   1 of 1 ⌄

*Description Type	Job Posting ⌄
*Visibility	⌄

Template
Job Posting - No Online Application
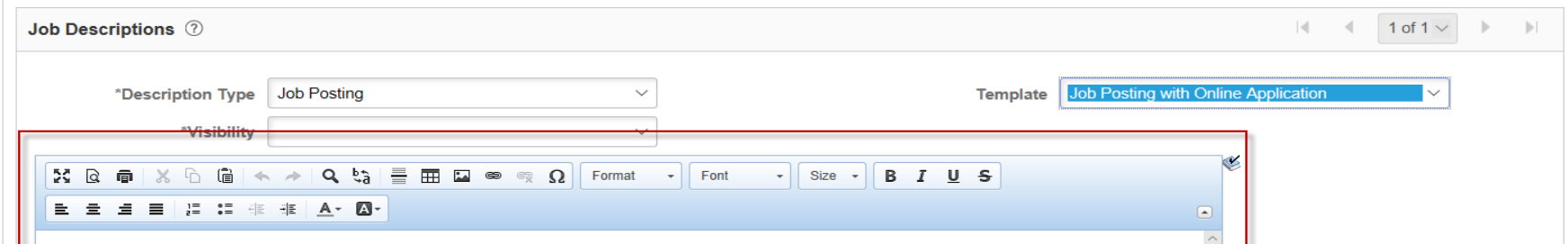Job Posting with Online Application

❑ **Topic 4:** Job Postings - Templates

- If you chose the Job Application Template "Posting with Questions" or "Posting with Resume" then use the Posting Template "Posting with Job Application."

- If you chose the Job Application Template "Posting with No Application" then use the Posting Template "Posting with No Application."

- Links to Word document versions of the Posting Templates can be found in the Desk Aids section of the SHARP Recruiting CBT webpage.

❑ **Topic 4:** Job Postings – How to use the Posting Templates

- To add text to your posting you have 2 options:
  - You can work in the Posting editor on the Posting Information page
  - You can work in the Word Template
- Formatting should be done in the Posting editor and try to follow these guidelines:
  - Font: Arial
  - Font Size: 12pt+
  - Text Color: Blue or Black
  - For Emphasis: use bold, italics, font size, exclamation points, asterisks and other type symbols. Avoid underline (this is reserved for links).

❑ **Topic 4:** Job Postings – Posting Editor

- The Posting editor contains editing tools that are commonly found in word processing software packages such as Microsoft Word. Editing Options that can be performed include:
  - Copy/Paste
  - Formatting functions
    - Font
    - Bullets
    - Indenting
  - Add web image
  - Add web link
  - Spell Check
  - Preview the job posting
  - Print the job posting

❑ **Topic 4:** Job Postings – Posting Type

● You will need to assign a Posting Type (External, Internal employees Only, Agency Only) to your Job Posting.

  ● The Posting Type designates what groups of applicants will be allowed to apply to your job.

  ● To select a Posting Type you select the value from the Visibility field on the Posting Information Page.

☐ **Topic 4:** Job Postings – Posting Type

● The posting type value selected is used in the Careers Job Search page as a filter the applicant can use in their search.
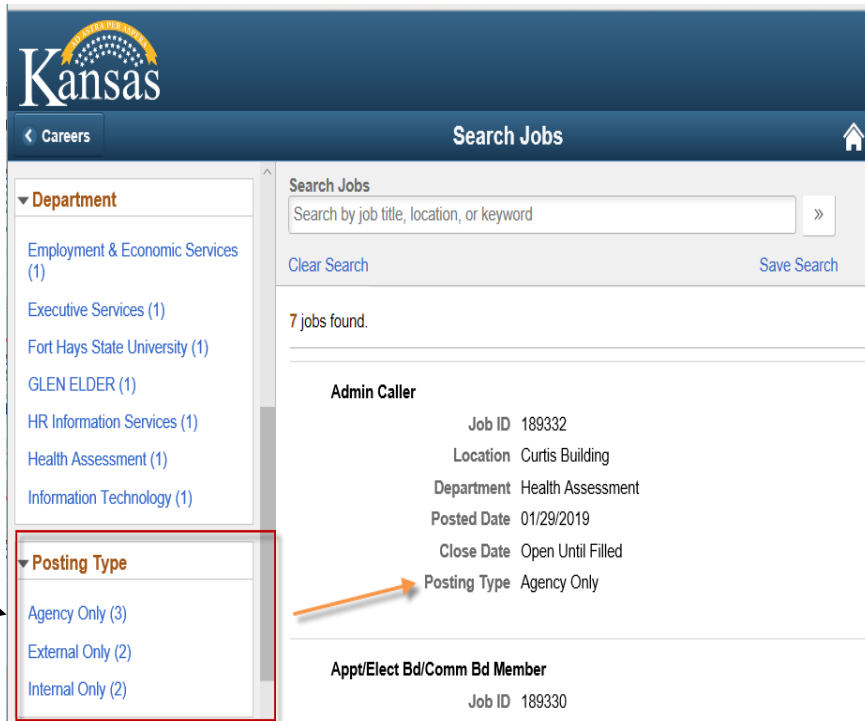
❑ **Topic 4:** Job Postings – Posting Type

- Posting Type Definitions:
- *External*: Open to all applicants.
- *Internal Only*: Open to all state employees, persons eligible for reemployment or reinstatement, applicants who are eligible for veteran's preference under the provisions of **K.S.A. 75-2955** and persons who separate from state service due to a permanent disability for which the employee receives disability benefits from either the Kansas Public Employee Retirement System or the United States social security administration.
- *Agency Only:* Open to agency employees, persons eligible for reemployment, applicants who are eligible for veteran's preference under the provisions of **K.S.A. 75-2955** and persons who separate from state service due to a permanent disability for which the employee receives disability benefits from either the Kansas Public Employee Retirement System or the United States social security administration.

❑ **Topic 4:** Job Postings – Posting Dates

- The Job Postings Destinations section contains fields that determine when and how long your Job Posting will display in the Careers Job Search.
  - To post a job posting the job opening must have an 'Open' status.
  - In the Job Posting Destinations Section, choose 'I' as the value in the Destination field.
  - Choose External in the Posting Type field (only value)
  - Enter the date you wish the job posting to show on Careers in the Post Date field or select the number of days you would like your job posting to be displayed in the Relative Open Date field.

Job Posting Destinations ⓘ

*Destination	*Posting Type	Relative Open Date	Post Date	Remove Date	Posting Duration (Days)	
I	External Posting ⌄	⌄	🗓	🗓		🗑

Add Posting Destination

❑ **Topic 4:** Job Postings – Posting Dates

● Either enter a specific date in the Remove Date field on which you want to remove the posting from this destination, or enter the number of days that the posting is to remain active. If you enter a posting duration, the system calculates the removal date and displays it in the Remove Date field, which becomes unavailable for entry.

● The Close Date displayed in the Careers portal displays the last day that the job is posted. This is the day before the remove date that is specified in the job opening.

❑ **Topic 4:** Job Postings – Posting Dates

● Job Postings will be removed after the next index run following the date entered in the Remove Date field. The Job Posting will close at the end of the Close Date (11:59PM)and will be removed when it hits the Remove Date at (12:00AM).

● If no end date is entered, the job posting will show "Open Until Filled" in the Careers Job Search until the next index run after the job opening status is set to "Closed".

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❑ **Topic 4:** Job Postings – Posting Dates

- ● Once you have finished updating the Posting Information page fields, click 'Ok' at the bottom of the Posting Information page.

- ● Next, finalize your Job Posting by clicking the 'Save and Open' button.

- ● Your Job Opening will be assigned a Job Opening ID and the Status will change to Open.

❑ **Topic 4:** Job Postings – Posting Dates

● Your Job Posting will be added to Careers Job Search on the next index run. The index is ran every hour, on the hour, Monday through Friday, from 7:00 am to 6:00 pm.

● Once a job opening is closed or a job posting is set to removed, the applicant will not be able to apply for the job even if they can view it in Careers Job Search.
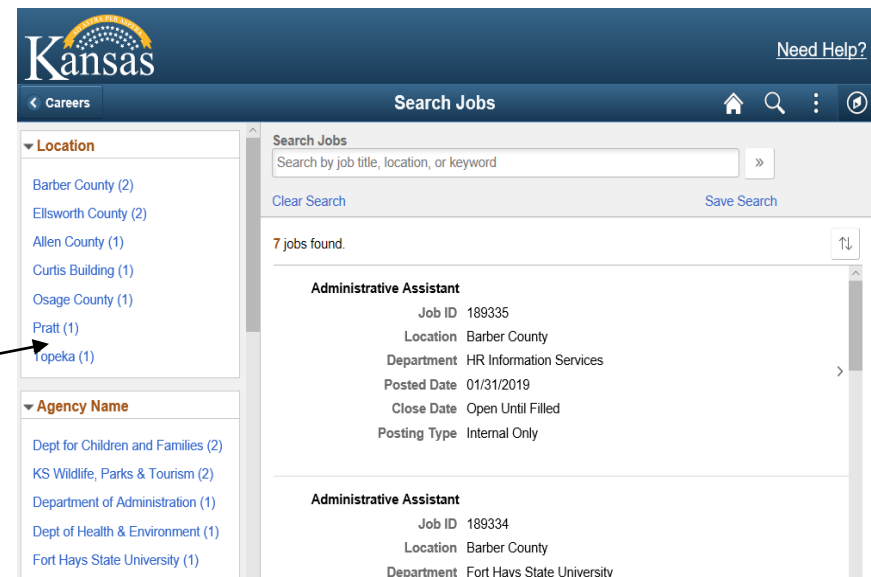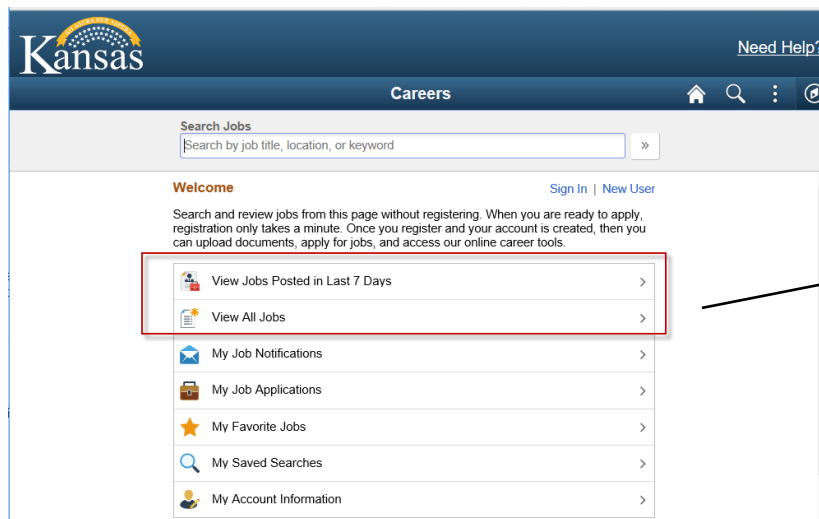
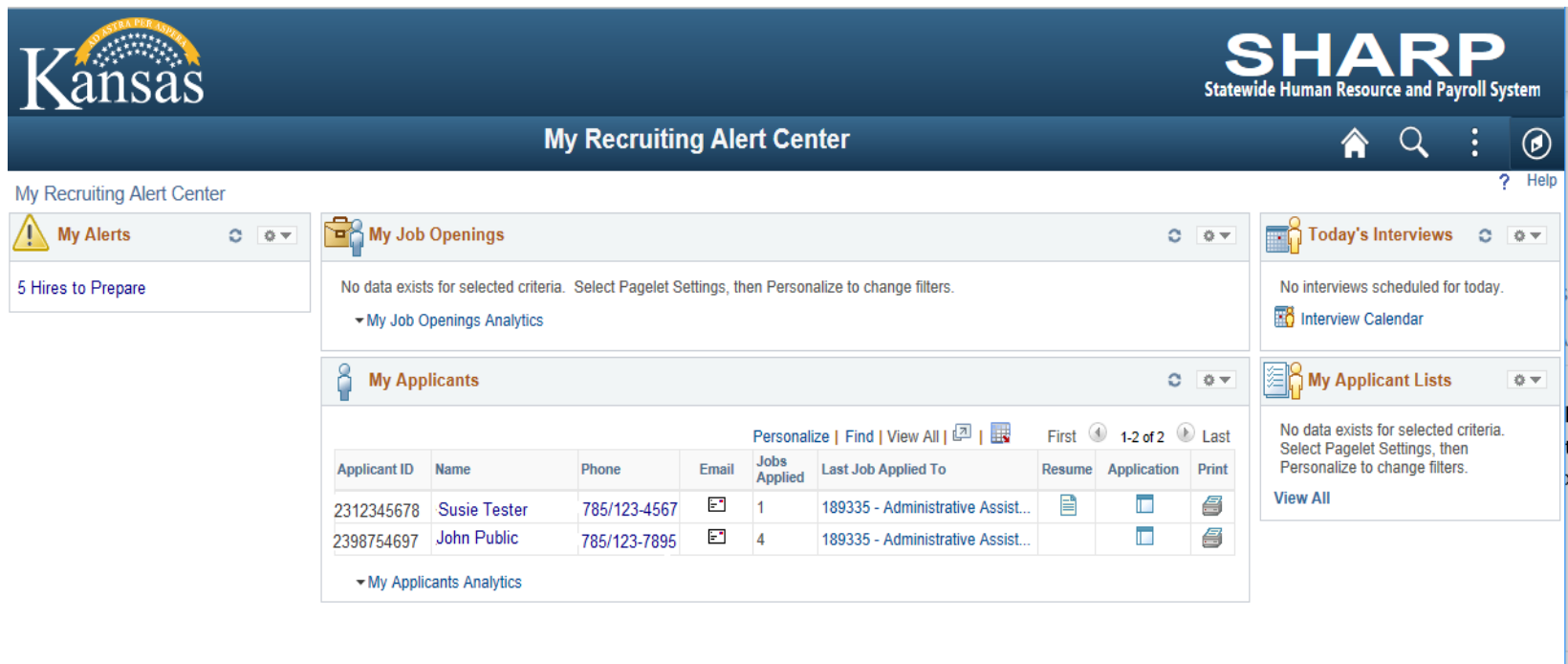❑ **Topic 5:** Manage job openings - Recruitment Alerts Center

● The Recruiting Alerts Center allows recruiters the ability to have a one-stop location to manage recruiting activities occurring in your agency.

● Information displayed in the Alert Center is based on your level of security access in SHARP.

● Click on the My Recruiting Alert Center tile.

Lesson 2: Job Openings & Job Postings

❑ **Topic 5:** Manage job openings - Recruitment Alerts Center

● The Alert Center allows you to personalize each of the sections displayed by adding time periods, statuses and other values related to the information being displayed.

❑ **Topic 5:** Manage job openings - Recruitment Alerts Center

● The Personalize My Job Openings filters include the ability to personalize actions related to Job Openings including which Job Openings to Display, Status of Job Opening and Time Periods.

❑ **Topic 5:** Manage job openings - Recruitment Alerts Center

● The Personalize My Applicants filters include the ability to personalize actions related to Applicants applying to your Job Openings.

Personalize My Applicants

Select the filter options that determine which Applicants display on the pag

Filter Options
*Applied Within 060 - Last Month ⌄

Save   Cancel

Personalize My A...

Select the filter options tha...   on the pagelet.

Filter Options
*Applied Within

Save   Cance

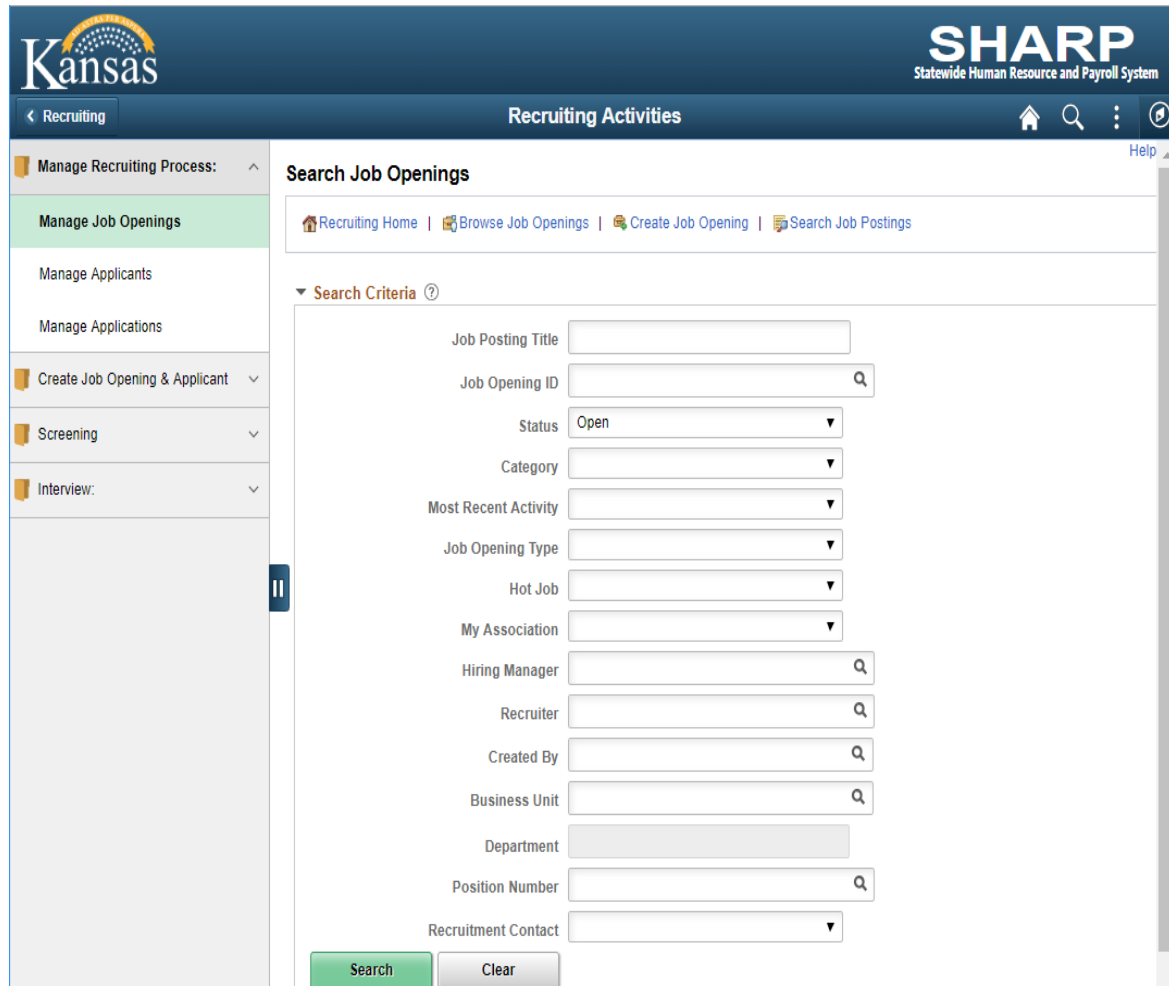| 010 - Today |
| 020 - Yesterday |
| 030 - Last 3 Days |
| 040 - Last Week |
| 050 - Last 2 Weeks |
| 060 - Last Month |
| 070 - Last Year |
| 080 - View All |

❑ **Topic 5:** Manage job openings

● Once Job Openings have been created you will have the ability to manage several recruiting activities using links and information stored on your Job Opening. To manage an existing Job Opening you will navigate to the Recruiting Homepage and click the Recruiting Activities tile.

❑ **Topic 5:** Manage job openings

● Manage Job Openings
is the default navigation
in the Recruiting
Activities tile. The
'Search Job Openings'
search page displays
as the default option in
the Manage Job
Openings navigation
collection.

❑ **Topic 5:** Manage job openings

- ● To search for an existing Job Opening, use one or more of the fields found on the Search Job Openings page.

- ● Once you have entered your search criteria click on the Search button.

❑ **Topic 5:** Manage job openings

- After you select your Job Opening from the search results, the Manage Job Opening page will display.
- The Manage Job Opening page provides you with a single location to complete many recruiting tasks.
- To navigate between the various options, you will click on either the 'Applicant', 'Applicant Search', 'Activity & Attachments', or 'Details' folder tab.

Job Opening ID 192498
Job Posting Title Senior Administrativ Assistant
Job Code 043030 (Senior Administrativ Assistant)
Position Number K0239767 (Senior Administrativ Assistant)
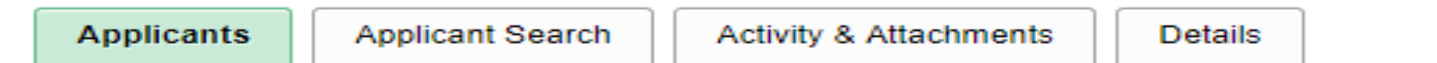
| Applicants | Applicant Search | Activity & Attachments | Details |

❑ **Topic 5:** Manage job openings

The following maintenance activities can be performed on the Details tab:

- Manage Job Openings
  - Add more positions if you are using one Job Opening to recruit for multiple similar positions– adjust the Target and add Recruiting Locations if the positions are not located in the same county
- Edit the Job Posting (when it is already posted)
  - Make the change, save, and wait for the index run.

❑ **Topic 5:** Manage job openings

The following maintenance activities can be performed on the Details tab:

● Re-Post a Job Posting –

  ● Add a new row to job posting destination/type/dates table. Save and wait for index to run

● Filling/Closing Job Opening

  ● When an applicant is hired through Manage Hires and the Target is met, the job is automatically closed.

  ● A Recruiter can manually close the job opening.

❑ **Topic 5:** Manage job openings – Recruitment 360

● Although Manage Job Openings is the main page for Job Openings and Postings, you can complete most of your recruitment process on these pages.

  ● Applicant actions on Manage Job Openings – Applicants tab

    ● Navigate to applicant's Applicant Data

    ● Update an Applicant's Disposition

    ● Send Correspondence to Applicant

  ● Application actions on Manage Job Openings – Applicants tab

    ● View the Application and Resume

    ● Update the Application

    ● Print one or more applications

    ● Route the applicant and application to reviewers

❑ **Topic 5:** Manage job openings – Manage Hires

● It is very important to hire employees who applied to your job opening through the Manage Hires process. If you hire them outside the Manage Hires process, multiple things will occur:

  ● The job opening Target will not be updated on the job opening and will remain open or unchanged.

  ● The Position Number will remain on the job opening.

  ● The applicant will not show a Hired status in Recruitment and all other applicants will remain with the status of "Applied"

  ● The Recruitment Alerts Center pagelets will be inaccurate.

  ● The hire will be disconnected to the Recruitment module.

  ● Reporting will be inaccurate or unavailable.

❑ **Topic 5:** Manage job openings – Manage Hires

- The Agency HR Administration role has access to Manage Hires to complete the hire. If a Recruiter has both the Agency Recruiter and the Agency HR Administrator role they will be able to complete the Recruitment and Hire processes.
- Instructions for using Manage Hires can be found in Lesson 3 of the Recruiting module computer based training and in the Workforce Administration module computer based training.

Lesson 2: Job Openings & Job Postings
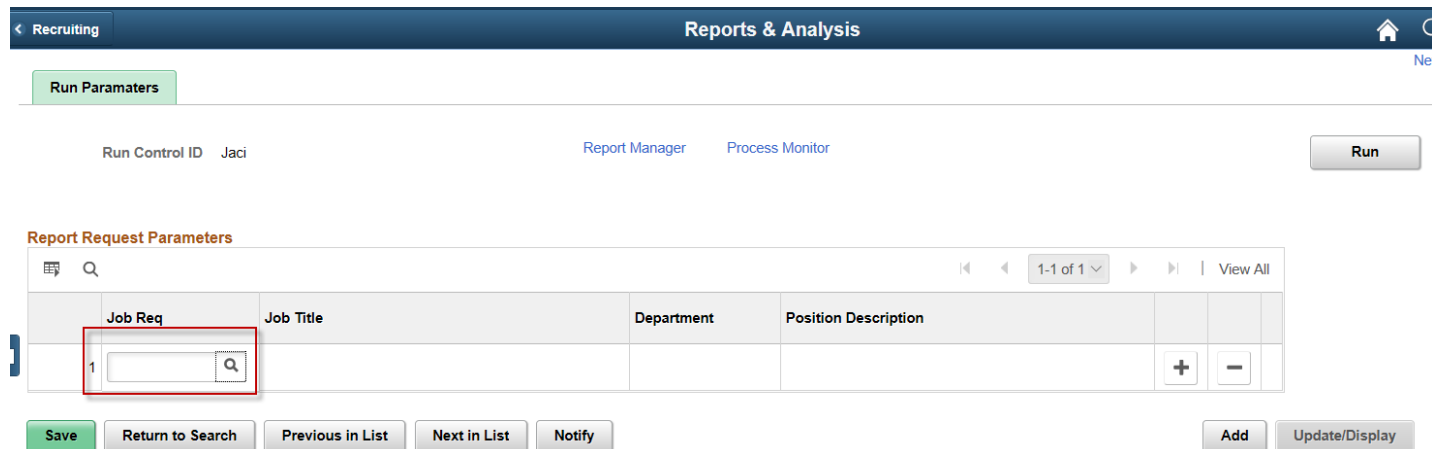
❑ **Topic 5:** Manage job openings – Reports

● To run reports available in the recruiting process navigate to the Recruiting Homepage, click the Reports & Analysis tile.

❑ **Topic 5:** Manage job openings – Reports

● The Applicant Summary report is currently the only available report.

● The Applicant Summary will help you identify applicants that have claimed and/or have verified Veterans' Preference.

● The run control for the Applicant Summary report will display. Enter or add your run control ID and the Run Parameters page displays. Enter one or more of your Job Opening ID's and click run.

❑ **Topic 5:** Manage job openings – Reports

● When the report has finished running (see the SHARP Reporting Computer based training module for details on running reports), there will be 2 different files on the View/Log Trace page to choose from. To access the pdf version of the report you will click on the **report file name ending in .pdf**. To retrieve the data file output of your report, click on the **report file name ending in .DAT**.

File List

Name	File Size (bytes)	Datetime Created
SQR_KAPP300_1655813.log	1,972	04/01/2019 10:24:23.737592AM CDT
kapp300.DAT	346	04/01/2019 10:24:23.737592AM CDT
kapp300_1655813.PDF	2,727	04/01/2019 10:24:23.737592AM CDT
kapp300_1655813.out	35	04/01/2019 10:24:23.737592AM CDT